



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-04-036	OPENING DATE: 04-21-04	CLOSING DATE: 05-05-04	OPEN TO ALL CANDIDATES
POSITION: Branch Supervisor, Case Management JS-945-12	TYPE OF APPOINTMENT: Career Service	SALARY: \$60,638- \$78,826 DC Courts non-judicial employees receive federal retirement and benefits	
DIVISION: Criminal	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	
CANDIDATES WHO PREVIOUSLY APPLIED TO ANNOUNCEMENT NUMBER 11-03-090 ARE STILL UNDER CONSIDERATION AND DO NOT NEED TO REAPPLY			
<p>DUTIES: Under the supervision of the Branch Chief, manages the operations of the Case Management Branch, which includes approximately 26 employees. Plans, formulates and administers programs designed to accomplish branch functions. Provides leadership and guidance to the assigned work force. Conducts research; evaluates policies and procedures; and analyzes operations in order to develop recommendations for improved program effectiveness. The incumbent must also analyze and interpret laws, appellate decisions, and court procedures related to cases handled by the Division, in order to keep judicial officers and staff abreast of current trends and issues. The incumbent must revise operations and/or implement new procedures immediately, when necessary.</p> <p>MINIMUM QUALIFICATIONS: A Bachelor's Degree in Business, Public Administration, Management, or a related field, plus four (4) years of administrative experience including one (1) year as a first-level supervisor or lead worker, and familiarity with using computer systems. Equivalent levels of education or experience may be substituted. Please submit a copy of your most recent performance evaluation with your application.</p> <p>SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.</p> <ol style="list-style-type: none">1. Ability to manage operations of branch, providing leadership, organization, supervision and guidance.2. Ability to collect and analyze data utilizing mainframe and PC software, and to prepare statistical reports.3. Ability to interpret law and policy, and to develop policies, procedures, instructions, and narrative reports.4. Oral communication skills with persons of diverse backgrounds, e.g., judicial officers, staff and the public. <p>SELECTION PROCESS: After a review of applications, ranking factors, and test scores when applicable, interviews or further screening may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.</p> <p style="text-align: center;">Submit Court Application and Ranking Factors to: D.C. Courts, Human Resources Division, 515 5th Street, NW, Room 213, Washington, DC 20001 For further information, contact (202) 879-0493 Visit us on the web at www.dccjobs.gov</p>			
It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.			